



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes Finance Committee

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Monday, March 12, 2018

5:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

2. Roll call of membership

**Present:** 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

**Excused:** 2 - Alderperson Plank and Alderperson Lobner

3. Approval of minutes from previous meeting

[18-0338](#)

Finance Committee minutes from February 26, 2018 meeting

**Attachments:** [MeetingMinutes26-Feb-2018-12-31-51.pdf](#)

**Alderperson Siebers moved, seconded by Alderperson Croatt, that the Minutes be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

**Excused:** 2 - Alderperson Plank and Alderperson Lobner

4. Public Hearings/Appealances

5. Action Items

[18-0376](#)

Request to approve award Unit O-18 Sanitary Sewer CIPP Lining to Visu-Sewer, Inc. in the amount of \$145,834.70 with a 9.7% contingency of \$14,165.30 for a project total not to exceed \$160,000.00.

**Attachments:** [Award of Contract Unit O-18.pdf](#)

**Alderperson Croatt moved, seconded by Alderperson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderperson Siebers, Alderperson Croatt and Alderperson Baranowski

**Excused:** 2 - Alderperson Plank and Alderperson Lobner

[18-0377](#)

Request to approve award Unit Z-18 Sewer & Water Main Reconstruction No. 3 to Van Straten Construction Co., Inc. in the amount of \$1,193,933.33 with a 5.0% contingency of \$59,696.67 for a project total not to exceed \$1,253,630.00.

**Attachments:**     [Award of Contract Unit Z-18.pdf](#)

**Alderson Croatt moved, seconded by Alderson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0378](#)

Request to approve Finance Committee Report 2-P-18 for Sanitary Laterals, Storm Laterals and Storm Main.

**Attachments:**     [Report 2-P-18.pdf](#)

**Alderson Croatt moved, seconded by Alderson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0395](#)

Request to approve Resolution accepting Petition for Annexation for the Leona Pond.

**Attachments:**     [Leona Pond Annexation - Resolution.pdf](#)

**Alderson Croatt moved, seconded by Alderson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0391](#)

Request to approve the 2017-2018 Budget appropriations:

1. Items not under contract \$7,236,198
2. Special consideration \$22,000

**Attachments:**    [Consolidated 17-18 carryover FINAL - N.pdf](#)  
[Consolidated 17-18 carryover FINAL - S.pdf](#)

**Alderson Siebers moved, seconded by Alderson Croatt, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0387](#)

Request to approve waiving the City's interest in future annexation of 3236 E Northland Ave

**Attachments:**    [Annexation Feasibility Study - 3236 E Northland Ave - RMB Comments.pdf](#)

**Alderson Croatt moved, seconded by Alderson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0354](#)

Request to approve the following 2017 Budget adjustments:

**Police Grants Fund**

State Grants	+\$96,531
Grant Payments	+\$96,531

to record additional seatbelt and drug enforcement grant revenue and related expenditures

**Room Tax Fund**

Room Taxes Received	+\$123,654
Debt Premium	+\$123,654

to record additional room taxes received in 2017 and related payment to the FCCVB

**Debt Service Fund**

Debt Issuance Costs	+\$27,173
Debt Premium	+\$27,173

to record debt service costs funded by current year premiums received on debt issuance

**General Fund**

Fringe Benefits - Health Department	+\$3,418
Fringe Benefits - Finance Department	+\$10,664
Fringe Benefits - HR Department	+\$18,873
Fringe Benefits - Parks & Recreation Department	+\$18,932
Fringe Benefits - Police Department	+\$172,791
Fringe Benefits - Fire Department	+\$276,462
Fund Balance	-\$501,140

to record the use of general fund balance to cover the cost of health care costs

**General Fund**

Salaries/Fringe Benefits - HR Department	+\$2,845
Salaries/Fringe Benefits - Police Department	+\$181,824
Salaries/Fringe Benefits - Fire Department	+\$66,428
Wage Reserve	-\$251,097

to allocate wage reserve funds

**Information Technology Capital Projects Fund**

Transfer Out - Facilities Capital Projects Fund	+\$90,000
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Fund Balance	- \$90,000
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**Facilities Capital Projects Fund**

Transfer In - Information Technology Cap Project Fund	+\$90,000
Fund Balance	+\$90,000

to transfer remaining proceeds from the 2016 G.O. Note borrowing from the IT Capital Projects fund to the Facilities Capital Projects Fund in order to meet spend down requirements

**Attachments:**     [2017 Final budget adjustments.pdf](#)

**Alderson Croatt moved, seconded by Alderson Siebers, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0394](#)

Request approval of agreement with the Village of Fox Crossing to settle the pending litigation. **The settlement amount agreed to in mediation be paid immediately to the City**

*Amendment: the settlement amount shall be paid immediately.*

**Alderson Baranowski moved, seconded by Alderson Siebers that the Report Action Item be amended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

**Alderson Siebers moved, seconded by Alderson Croatt, that the Report Action Item be recommended for approval as amended. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

## 6. Information Items

[18-0393](#)

The Finance Committee will go into closed session according to State Statute §19.85(1)(e) for the purpose of conferring with legal counsel regarding pending litigation concerning the Village of Fox Crossing pursuant to §19.85(1)(g) and reconvene into open session.

*Meeting went into Recess*

**Alderson Croatt moved, seconded by Alderson Siebers, that the Closed Session be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

*Meeting reconvened*

**Alderson Croatt moved, seconded by Alderson Siebers, that the committee rise and reconvene into open session be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner

[18-0392](#)

The following 2017-2018 Budget carryover appropriations were approved in accordance with policy:

1. Amounts under contract \$5,938,703

**Attachments:** [Consolidated 17-18 carryover FINAL - U.pdf](#)

**This Presentation was received and filed**

[18-0339](#)

Director's Reports

Finance

- 2017 Audit
- ERP Project
- Staffing

Facilities & Construction

- Facilities & Construction Management Update

**Attachments:** [2018 - January and February FMD Report.pdf](#)

**This Presentation was received and filed**

[18-0353](#)

The following 2017 Budget adjustments were approved by the Mayor and Finance Director in accordance with Policy:

**HAZMAT Fund**

Salaries/Fringe Benefits	+\$3,531
Fund Balance	- \$3,531

to record the use of grant fund balance to cover additional personnel costs

**Continuum of Care (CoC) Grant Fund**

State Grants	+\$1,817
Grant Payments	+\$1,817

to record additional CoC funds awarded in 2017 and related expenditures

**This Presentation was received and filed**

## 7. Adjournment

**Alderson Siebers moved, seconded by Alderson Croatt, that the meeting adjourn be approved. Roll Call. Motion carried by the following vote:**

**Aye:** 3 - Alderson Siebers, Alderson Croatt and Alderson Baranowski

**Excused:** 2 - Alderson Plank and Alderson Lobner